

ORIGINAL

ORDINANCE NO. 444

AN ORDINANCE FIXING THE COMPENSATION OF OFFICERS
AND EMPLOYEES OF THE CITY OF LODI AND REPEALING ALL
ORDINANCES AND PARTS OF ORDINANCES INCONSISTENT
THEREWITH

The City Council of the City of Lodi does ordain as follows:

Section 1. Short Title

This ordinance shall be known as the "Salary Ordinance".

Section 2. Classification of Positions

(a) The provisions of this ordinance shall apply to both the unclassified and classified services except as the unclassified service is exempted by general law and the rules of the Personnel Board of Review.

(b) The classification of positions for the purposes of this ordinance shall be as contained in the official book of class specifications,

(c) The classification of positions may hereafter be amended by the addition, division, consolidation or abolishment of classes on approval of the Personnel Board of Review, recommendation of the City Manager, and adoption by the City Council,

Section 3. Definition of Terms

The words and terms defined in this section shall have the following meanings in this Ordinance and in any other Ordinance classifying and fixing the salaries and compensation or authorizing the employment of personnel in any department or office of the City of Lodi.

(a) "City service" or "service of the City" means all positions in all departments as herein defined, that are subject to control and regulation by the City Council of City of Lodi.

(b) "Exempt service" means all positions of elective and appointive officials and those specifically designated by the City Council to be exempt from the classification plan.

(c) "Classified service" means all positions in the City service except those specifically placed in the exempt service,

(d) "Class" or "class of positions" means a definitely recognized kind of employment in the City service designed to embrace all positions having duties and responsibilities sufficiently similar so that the same requirements as to education, experience, knowledge and ability may be demanded of incumbents, and so the same schedule of compensation may be made to apply with equity.

(e) "Title", "Class Title", or "Title of Class" means the designation given to or name applied to a class or to each position allocated to the class and to the legally appointed incumbent of each position allocated to the class. Its meaning is set forth in the corresponding definition and the class specification, and it is always to be used and understood in that sense, even though it may previously have had a broader, narrower or different significance.

(f) "Position": A group of current duties and responsibilities assigned or delegated by competent authority, requiring the full or part-time services of one person.

(g) "Employee" means a person legally occupying a position in City service.

(h) "Allocation" means the official determination of the class in which a position shall be deemed to exist and the assignment of an individual position to an appropriate class.

(i) "Reallocation" means a reassignment or change in allocation of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level on the basis of substantial changes in the kind, difficulty, or responsibility of duties performed in such position.

(j) "Compensation" means the salary, wage, allowances, and all other forms of valuable consideration, earned by or paid to any employee by reason of service in any position, but does not include any allowances authorized and incurred as incidents to employment.

(k) "Continuous service" means employment with the City without break or interruption. In computing continuous service for the purposes of this Ordinance, neither military leaves nor leaves

of absence on account of illness whether with or without pay shall be construed as a break in employment or service, Other absences aggregating in excess of ninety days in any period of twelve months, including layoffs on account of lack of work, lack of funds, or abolishment of positions, shall be construed as breaking "continuous service" ,

Section 4. Allocation of Positions

Each Position shall be allocated to its appropriate class on the basis of duties and responsibilities, The present allocation of positions may hereafter be changed by the City Manager on the approval of the Personnel Board of Review, provided the proposed change conforms with this ordinance, with the established classification plan, and with the approved budget.

Section 5. Qualifications of Employees

(a) Officers and employees holding positions upon the taking effect of this ordinance are deemed to be qualified for the position to which they are allocated, subject to the right of the department head, the City Manager, or the City Council to dismiss any employee in accordance with law.

(b) No person shall be hereafter employed in or appointed to any position requiring full-time or part-time service and which position is included in the classification plan and for which a class specification exists establishing desirable qualifications of unless said person possesses in full the desirable qualifications of education and experience prescribed for that class, provided, however, if qualified persons cannot be recruited the City Manager shall authorize the appointment of persons having less than the desirable qualifications and report the action to the Personnel Board of Review,

(c) In the event an employee entering upon City employment is found to possess extraordinary qualifications for a position

through former training and/or experience, the City Manager with the approval of the Personnel Board of Review may authorize the employment at not higher than the second step of the appropriate salary range.

Section 6. Use of Class Titles

The title of the class to which any position is allocated shall be used in all official personnel records and in all official personnel transactions of the City of Lodi.

Section 7. Compensation Plan

(a) The five-step schematic schedule of salary ranges and steps listed below, as Table I, constitutes the compensation plan applicable to all classes of positions included in this ordinance.

(b) All salaries prescribed are monthly rates. In those positions where it is more appropriate to pay upon an hourly or daily bases, the hourly and daily rates of pay applicable to the salary range steps are shown in Table II. The hourly and daily rates are arrived at by:

40 hours week is equivalent to 173.33 hours a month

48 hours week is equivalent to 208 hours a month

daily rates are equivalent to the appropriate hourly rate multiplied by 8 hours

(c) The compensation of officers and employees of the City of Lodi shall be as set forth in the alphabetical arrangement of class titles and salary range and entrance step allocations shown in Table III.

TABLE I
SCHEDULE OF SALARY RANGES

<u>Range Number</u>	<u>Steps</u>				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1	\$180	\$190	\$200	\$210	\$220
2	190	200	210	220	231
3	200	210	220	231	243
4	210	220	231	243	255
5	220	231	243	255	268
6	231	243	255	268	281
7	243	255	268	281	295
8	255	268	281	295	310
9	268	281	295	310	325
10	281	295	310	325	341
11	295	310	325	341	358
12	310	325	341	358	376
13	325	341	358	376	395
14	341	358	376	395	415
15	358	376	395	415	436
16	376	395	415	436	458
17	395	415	436	458	481
18	415	436	458	481	505
19	436	458	481	505	530
20	458	481	505	530	556
21	481	505	530	556	584
22	505	530	556	584	613
23	530	556	584	613	644
24	556	584	613	644	676
25	584	613	644	676	710

TABLE II
SALARY CONVERSION TABLE

For those positions which are to be paid on an hourly or daily rate basis, and for the payment of overtime, the table below provides the equivalent rates for the range steps. The monthly salaries have been divided by 173.3 hours for the 40 hour week-month, and by 208 hours for the 48 hour week-month.

Salary Range Steps	40 hour week hourly rate	\$0 hour week daily rate	48 hour week hourly rate	48 hour week daily rate
\$180	\$1.04	\$8.32	\$0.87	\$6.96
190	1.10	8.80	0.91	7.28
200	1.15	9.20	0.96	7.68
210	1.21	9.68	1.01	8.08
220	1.27	10.16	1.06	8.48
231	1.33	10.64	1.11	8.88
243	1.40	11.20	1.17	9.36
255	1.47	11.76	1.23	9.84
268	1.55	12.40	1.29	10.32
281	1.62	12.96	1.35	10.80
295	1.70	13.60	1.42	11.36
310	1.79	14.32	1.49	11.92
325	1.88	15.04	1.56	12.48
341	1.97	15.76	1.64	13.12
358	2.07	16.56	1.72	13.76
376	2.17	17.36	1.81	14.48
395	2.28	18.24	1.90	15.20
415	2.39	19.12	2.00	16.00
436	2.52	20.16	2.10	16.80
458	2.64	21.12	2.20	17.60
481	2.78	22.24	2.31	18.48
505	2.91	23.28	2.43	19.44
530	3.06	24.48	2.55	20.40
556	3.21	25.68	2.67	21.36
584	3.37	26.96	2.81	22.48

TABLE III
ALPHABETICAL LIST OF CLASSES
AND SALARY RANGES

Class Title	Range No. and Entrance Step	Salary Range
Account Clerk	4-A	210-220-231-243-255
Apprentice Lineman	10-B	295-310-325-341
Assistant Fire Chief	14-A	341-358-376-395-415
Assistant superintendent of Public Utilities	16-A	376-395-415-436-458
Building Inspector	14-A	341-358-376-395-415
City Clerk ¹	14-B	358-376-395-415
City Engineer	21-B	505-530-556-584
Chief of Police	18-B	436-458-481-505
Clerk Stenographer	3-A	200-210-220-231-243
Clerk Typist	2-A	190-200-210-220-231
Collector	10-A	281-295-310-325-341
Community Counsellor	13-A	325-341-358-376-395
Deputy City Clerk	9-A	268-281-295-310-325
Electric Inspector	12-A	310-325-341-358-376
Electric Construction Foreman	14-B	358-376-395-415
Electric Serviceman	11-C	325-341-358
Engineering Aid	7-A	243-255-268-281-295
Equipment Operator	8-C	281-295-310
Finance Director	18-B	436-458-481-505
Fire Chief	18-B	436-458-481-505
Fireman	10-A	281-295-310-325-341
Fire Marshall	12-A	310-325-341-358-376
Groundman	6-c	255-268-281
Janitor	4-C	231-243-255
Laborer	4-c	231-243-255
Labor Foreman	8-C	281-295-310
Lineman	12-D	358-376

Class Title	Range No. and Entrance Step	Salary Range
Maintenance Laborer	5-C	243-255-268
Maintenance Supervisor	13-B	341-358-376-395
Meter Reader	9-A	268-281-295-310-325
Motor Patrolman	10-A	281-295-310-325-341
Office Engineer	16-11	376-395-415-436-458
Office Manager	13-A	325-341-358-376-395
Park Caretaker	8-B	268-281-295-310
Patrolman	10-A	281-295-310-325-341
PBX Operator	3-A	200-210-220-231-243
Plumbing Inspector	12-A	310-325-341-358-376
Police Secretary Clerk	6-A	231-243-255-268-281
Police Sergeant	12-A	310-325-341-358-376
Poundmaster	9-A	268-281-295-310-325
Purchasing Clerk	12-A	310-325-341-358-376
Recreation Director	17-B	415-436-458-481
Secretary to City Manager	8-A	255-268-281-295-310
Senior Engineering Aid	11-A	295-310-325-341-358
Sewage Plant Operator	8-C	281-295-310
Street Foreman	10-B	295-310-325-341
Street Painter	7-C	268-281-295
Surveyor	11-A	295-310-325-341-358
Superintendent of Public Utilities	19-B	458-481-505-530
Truck Driver	7-C	268-281-295
Utility Plant Operator	10-A	281-295-310-325-341
Water Service Foreman	10-B	295-310-325-341
Water and Sewer Construction		

Section 8. Application of Compensation Plan to Positions

The salary schedule for the respective classes of positions as set forth in Tables **I** and **II** with such amendments as may be adopted by the City Council ~~from~~ time to time by Ordinance shall have the force and effect and shall be interpreted and applied as follows:

(a) The salaries or rates of compensation prescribed are fixed on the basis of full-time service in full-time positions, unless otherwise designated,

(b) The rates of pay prescribed **shall** be deemed to include pay in every form, except **for** necessary expenses authorized and incurred incident to employment, or except as herein provided.

(c) The letters A, B, C, D, E, respectively denote the various steps in the pay range. As herein provided, the entrance step shall be A, B, C, or D. Advancement to the second higher step above the entrance step shall be made upon successful completion of the probationary period of six months. Thereafter, advancement to higher salary range steps may be made on the basis of a written recommendation of the department heads to the City Manager and his approval following the completion of a year of Service in the lower salary range step,

(a) Where a salary range for a given class or for several classes is revised upward or downward, the incumbents of positions in classes involved shall have their individual salaries adjusted to the same relative step in the new salary range.

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(a) Subject to the provisions of this bill, the cost of the report or the study in accordance with the article shall be described as well as being the article of compensation for services rendered in such circumstances as may be determined by the board.

for the class of positions to which his position is allocated.

(b) Upon the taking effect of this ordinance the salary now being paid to each officer and employee shall be adjusted to the step in the new salary range **for** his class according to merit increases previously awarded and length of service; provided that no adjustment may be made above the ~~maximum~~ step in any range.

Section 10. Applicable Salary Rates Following Promotion, Demotion or Transfer

(a) In case of the promotion of any employee in the City service to a position in a class with a higher salary range, such employee shall be entitled to receive the rate of compensation in the entrance step of the class to which he has been promoted. In cases where the salary range overlaps, promotion shall be effected at the next higher step in the range of the new class.

(b) In the case of the demotion of any employee in the City service to a class with a lower salary range, such employee shall be entitled to retain the salary step in the lower range corresponding to ~~that~~ which he was receiving in the higher class before such demotion; in such cases the employee shall retain his original anniversary date.

(c) In the case of the **transfer** of any employee **from** one position to another in the same class, or to another class to which the same salary range is applicable, the employee shall remain at the same salary step and shall retain his original anniversary date.

Section 11. Cumulation of Service in One Class of Position

Whenever an employee accepts **work** under a ~~different~~ class of position or in exempt series in the City service, the character and nature ~~of which~~ work is similar and the responsibilities are equal or superior to the work such employee has been performing, and later returns to his former position, his term of employment under such different class of position shall apply on and be added to **his** term of service in the former class upon his return to same, provided

his employment in the City service has been continuous from the date on which the employee accepts work in such different class.

Section 12. Vacation Leave with Pay

Every employee shall be allowed vacation leave with pay at the rate of two calendar weeks for each full year of service; provided that no vacation shall be granted during a probationary period, but on successful completion thereof, vacation time shall be allowed for time served in probationary status, Except upon authorization of the City Manager, earned vacations shall not be carried over in excess of the amount earned in one calendar year to any subsequent year.

(a) Employees working a 48 hour work week schedule shall accumulate vacation time at the rate of one working day a month.

(b) Employees working a 40 hour work week schedule shall accumulate vacation time at the rate of five-sixths of a working day a month.

(c) Employees in the Fire Department/shall accumulate vacation time at a proportionate rate which will result in the accumulation of 12 working days a year.

(d) All vacations shall be taken at such time or times during the calendar year as may be approved by the head of the department and the City Manager.

(e) No accumulated vacation time shall be allowed to any person who is discharged from City service for cause.

(f) A person about to resign, about to retire, or who is to be laid off without fault on his part, and who has earned vacation time to his credit shall be paid for such vacation on the effective date of such resignation, retirement or layoff.

(g) If a holiday falls within a scheduled vacation period, one additional day shall be granted.

Section 13. Sick Leave with Pay

(a) Each City employee is entitled to twelve days of sick

leave with pay for a calendar year of service, or one day of **sick** leave with pay for each calendar month of service, on the submission of satisfactory proof of the necessity for sick leave. For the purpose of computing sick leave, each employee shall be considered to work not more than five days each week.

(b) Sick leave may be accumulated up to a total of 90 days. No additional sick leave with pay beyond that accumulated shall be granted unless, in unusual circumstances the City Council shall so authorize.

(c) A City employee who is entitled to temporary disability indemnity under the Labor Code may elect to take as much of his accumulated sick leave, or his accumulated vacation after his accumulated sick leave becomes exhausted, as when added to his disability indemnity will result in a payment to him of his **full** salary or wage.

(d) No employee shall be entitled to receive any sick leave with pay until he **has** been continuously employed for a probationary period of six months. Upon the completion of the probationary period, the employee shall be credited with six days of sick leave.

Section 14. Part-time Employment

Except as otherwise provided herein, a daily work schedule of less than the number of hours of full-time employment shall be considered part-time service, and the actual compensation therefore shall be determined by the relation that the actual number of hours of service bears to the number of hours required in full-time employment in each class of position.

Section 15. Effective Date

The salaries and personnel rules as heretofore set forth shall be effective July 1, 1951.

Section 16. Repeals

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

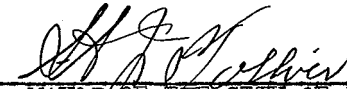
Section 17. Publication

This ordinance shall be published one time after its final passage and approval in The Lodi Times, a weekly newspaper of general circulation printed and published in the City of Lodi.

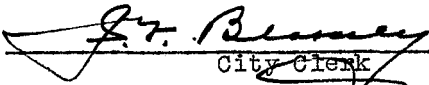
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Approved this 1st day of August, 1951.

Attest:



MAYOR OF THE CITY OF LODI



City Clerk

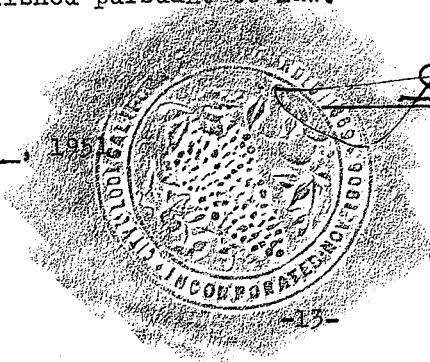
STATE OF CALIFORNIA }
COUNTY OF SAN JOAQUIN } ss
CITY OF LODI }


I, J. F. BLAKELY, City Clerk of the City of Lodi, do hereby certify that the foregoing Ordinance No. 444 was regularly introduced and read at a regular meeting of said City Council held July 18, 1951 and was thereafter passed, adopted and ordered to print at a regular meeting held August 1, 1951 by the following vote:

AYES: Councilmen, HASKELL, PRESZLER, BULL, RINN & TOLLIVER
NOES: Councilmen, NONE
ABSENT: Councilmen, NONE

I FURTHER CERTIFY that Ordinance No. 444 was approved and signed by the Mayor on the date of its passage and that the same has been published pursuant to law.

August 3, 1951





City Clerk